

Service Discontinuation Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that, effective [Insert Effective Date], we will be discontinuing our [Specify Service] service.

This decision was not made lightly, and we appreciate your understanding and support during this transition. We encourage you to explore alternative solutions that may meet your needs.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]